

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.313
	STATE OF HAWAII	17.314
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Minimum Qualification Specifications
for the Classes:

AIRPORTS DISTRICT MANAGER I
AIRPORTS DISTRICT MANAGER II
AIRPORTS DISTRICT MANAGER III

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement

Applicants must have had progressively responsible experience of the type and quality described below and in the amounts indicated in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (years)	Supervisory Experience (years)	Managerial Experience (years)	Total Experience (years)
Airports District Manager I	4	1	0*	5
Airports District Manager II	4	1	1	6**
Airports District Manager III	4	1	2	7***

Specialized Experience: Professional experience in the operation and/or maintenance of an airport with facilities to service regularly scheduled commercial aircraft; i.e., aircraft maintenance facilities, aircraft refueling facilities, air freight accommodation facilities, passenger accommodation facilities, including commercial tenant facilities, etc.

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Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Managerial Experience: Professional experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (man power, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

*For the Airports District Manager I level, applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

**For the Airports District Manager II level, at least one (1) year of the overall experience must have been comparable to the Assistant Airport Superintendent V level in the State service.

***For the Airports District Manager III level, at least one (1) year of the overall experience must have been comparable to the Airports District Manager I or II levels in the State service.

The Supervisory and Managerial Experience may have been gained concurrently or separately in meeting the minimum qualification requirements for the I, II, or III level.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively

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demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

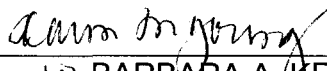
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the AIRPORTS DISTRICT MANAGER I, II and III, which were approved on September 3, 1982.

DATE APPROVED: 9/25/2012



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